

**President's Cabinet  
Meeting Minutes  
November 2, 2010**

Present: Guy Altieri, Anna Barker, Jerry Haines, Barbara Macht, Donna Marriott, Joe Marschner, Donna Rudy, Theresa Shank, Robert Spong, Beth Stull

Minutes from the September 7 meeting for approved for distribution.

**President's Report**

**News from Annapolis**

Dr. Altieri reported that community college presidents have met a few times and agreed not to push on CIP dollars beyond last year's amount. The issue of operational budgets continues to be of concern. Several colleges have planned furlough days. Dr. Altieri anticipates that HCC could see a decrease in state and county funding next year.

If O'Malley wins this election, Lt. Gov. Brown will likely run for governor in four years. Skills to Compete is going to be an important component, with greater emphasis on each college's completion data. HCC needs to do more with non-credit records that show completion of career/licensure courses. Theresa Shank and Barb Macht are asked to lead a task force on this issue.

**November 12 Board Meeting**

Dr. Altieri distributed copies of the board meeting agenda, which includes the meeting with the Washington County Legislative Delegation. Dr. Altieri anticipates that the new membership of the delegation will be more fiscally conservative, so it will present challenges in terms of the way we present our information.

Dr. Altieri distributed copies of the MACC 2011 Legislative Agenda. It includes continued support for HCC's Arts and Sciences Complex. Adult education continues to struggle in terms of state funding. Performance-based funding will be a growing priority at the state level.

**Facility Update**

Bob Spong reported that the building pad for the STEM Building is now complete. Concrete will be poured within the next two weeks. Steel work will begin after that. Noise levels should begin to decline. He will work with contractors to be considerate of the noise level during final exams.

The contract agreement for the Kepler Theater is nearing completion. Then sub-contractors will be finalized. The fall show will be the final event in the theater.

The redesign of the quad is ready to go back to the county for final approval. That project will begin in the spring. The sewer line around the STEM Building will resume soon.

The old boiler was recently removed. Design for the new system is underway.

The upper parking lot by the amphitheater will be finished by November 22.

## **DISCUSSION TOPICS**

### **Approval for Administrators or Support Staff to Teach Courses**

Donna Marriott reported that HR is working on trying to develop a singular process for these requests. Approval must come from supervisors prior to the start of a class. The new form will be required, starting in spring 2011.

### **Flex Scheduling Procedures and Guidelines**

HR is working on clarifying flex schedule procedures and guidelines. The basic details are as follows:

- All permanent flex schedules must be prior approved in writing by supervisor and be on file in the HR Office.
- Any full-time employee flex schedules covering less than five days of presence on campus requires presidential approval.
- There is no official comp time for administrative personnel.

### **HCC Attendance at Middle States Conference in December**

Judy Oleks will be asked to confirm who will attend on behalf of HCC.

### **MLK Day Event**

Donna Rudy reported that it will be held in the ARCC on January 17, from 1 to 3 p.m. HCC's Multicultural Committee is planning the event. The Black Student Union is interested in giving a presentation.

### **January Holiday Party**

The employee holiday party will be held in the Elliott Center on Friday, January 7, from 4 to 6 p.m. Food for Thought will cater the event.

### **Technology Council**

This group did not meet in October because of unit planning. The biggest priority is the IT Strategic Plan. Dr. Altieri would like to see this group engaged in discussion about IT priorities, especially given the budget situation.

### **Non-Credit Online Registration**

At unit planning, Anne Myers agreed to make registration exclusively online for next year's College for Kids. Dr. Altieri suggested a target of July 2012 for all online non-credit registration, with July 2013 at the latest.

### **January 2011 Workshop**

A draft agenda for the January 4-7 workshop has been discussed among academic officers. The colloquium will be scheduled on Wednesday, January 5. Other presentations are being finalized.

Dr. Altieri suggested discussions on the completion agenda as it applies to state funding, federal government plans, and Middle States.

### **Cabinet Member Reports**

- Donna Rudy – She distributed copies of the TRIO/SSS flier. The TRIO/SSS officer associate and counselor/advisor have been hired and the coordinator candidate finalist will meet with the president this week. There are currently 45 students accepted, of the goal of 175.
- Anna Barker – In November, she will send e-mail about budget adjustments.
- Donna Marriott – She reminded everyone that there will be an open forum on health care reform this Friday. She also reported that HCC was well represented during the Washington County Day of Caring.
- Theresa Shank – A new office associate has been hired and will begin in mid-November.
- Beth Stull – She reported that HCC's float won second prize in the Mummings Parade. She also reported that the STEM Report received a gold award from District I of the National Council for Marketing and Public Relations (community college affinity group).